

Utah State Instructional Materials Commission

NOTICE OF ADOPTION/RECOMMENDATION OF INSTRUCTIONAL MATERIALS

Pursuant to law, notice is hereby given by the Utah State Superintendent of Public Instruction that the Utah State Board of Education is called to convene in Salt Lake City, Utah, on **December 4, 2015**, to consider the adoption/recommendation of academic instructional materials for all public elementary and secondary schools of the State of Utah. This adoption/recommendation will go into effect **January 1, 2016 for a period of five years. The contract will end on December 31, 2020.**

Instructional materials will be considered for specific content areas as listed on the website at <http://schools.utah.gov/CURR/main/Codes-Approval.aspx>. Samples submitted for academic courses (Math, Science, Language Arts, Social Studies, Fine Arts, Health-PE, World Languages, ESL-ELL, Early Childhood) will be reviewed in the fall of each year. Items submitted for Career and Technical Education (CTE) courses (Business, Family and Consumer Sciences, Financial Literacy, Health Science, Information Technology, Marketing, Technology and Engineering, Trade Technology, Work-Based Learning) will be reviewed in the spring. Materials will be considered provided that:

1. They are new materials, published since the last adoption/recommendation,
2. They are new in the state and have not been previously submitted,
3. They have been previously adopted/recommended and the contract period is expiring,
4. They are significantly different from a previous edition to not qualify for a substitution,
5. They have been considered "Not Reviewed, or Not Sampled" during the last adoption/recommendation period and should be evaluated again during this adoption/recommendation period.

Instructional materials are defined as textbooks or materials used as, or in place, of textbooks and which may be used within the state curriculum framework for courses of study by students in public schools to include: textbooks, workbooks, computer software, and multiple forms of communication media.

The bid sheet, listing the instructional materials to be submitted by publishers for adoption / recommendation, must be submitted in **text format** by email. The Utah State Instructional Materials Commission at the Utah State Office of Education must receive an **Intent to Bid** form by **June 29, 2015**, and the **Bid Sheet** no later than **July 31, 2015**. **Sample copies of materials to be considered for adoption must be provided by the publisher, free of cost and be received by the Utah State Office of Education AND Commissioners no earlier than August 17, 2015 and no later than August 26, 2015.** Current commission members and their addresses are listed here: <http://www.schools.utah.gov/CURR/imc/Commission-Members.aspx>

On **November 19, 2015**, the Utah State Instructional Materials Commission will meet and publicly acknowledge all bid proposals that have been received and will make its recommendations to the Utah State Board of Education at that time.

The Utah State Board of Education will meet on **December 4, 2015**, to receive the recommendations of the Utah State Instructional Materials Commission and will make its decision known within one week thereafter. The Board reserves the right to reject any and all instructional materials bid proposals. Publishers will be notified within two weeks of the Board's decision.

A complete guide and description of the materials adoption process, including a schedule of all deadlines, may be found in the **Fall 2015 Program Guidebook** on the website at <http://schools.utah.gov/curr/imc>. All bidders are required to follow the procedures outlined in this reference to prepare and submit successful bids.

Materials that are not considered for adoption and should not be submitted for adoption include:

1. Concurrent Enrollment materials.
2. Library or trade books.
3. Reference materials.
4. Professional Development material that is not a component of an integrated system or program.
5. Galley proofs or unfinished copies of materials.